



**Office of Kansas Governor
Federal and Other Grants Program**

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FEDERAL S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT

**Fiscal Year 2006
Grant Application**

APPLICATION DEADLINE:

RECEIVED BY 5:00 P.M. November 7, 2005

**OFFICE OF THE GOVERNOR
KATHLEEN SEBELIUS
FEDERAL AND OTHER GRANTS
PROGRAM**

**FEDERAL S.T.O.P VIOLENCE
AGAINST WOMEN ACT GRANT**

**SIX APPLICATIONS (ONE ORIGINAL AND FIVE COPIES)
SHOULD BE FORWARDED TO THE GOVERNOR'S GRANTS PROGRAM BY**

November 7, 2005

**APPLICATIONS NOT RECEIVED BY 5:00 P.M., NOVEMBER 7, 2005 WILL NOT BE
ACCEPTED**

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED IN WRITING.**

Governor's Grants Program
300 SW 10th Ave., Ste 212-S, Topeka, KS 66612-1590
Voice 785-291-3205

GUIDELINES

FEDERAL S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT GUIDELINES

This grant application provides guidelines for the Calendar Year 2006 Federal S.T.O.P. (Services, Training, Officers, Prosecutors) Violence Against Women Act (VAWA) formula grant program. The S.T.O.P. VAWA was established to help promote a coordinated community response to victims of domestic violence, dating violence, sexual assault/rape and stalking. According to federal guidelines, the funds must be allocated in the following manner: 25% of the funds to law enforcement, 25% to prosecution, 5% to courts and 30% to not for profit victim service organizations. The remaining 15% may be allocated at the Governor's Grants Program discretion and within the parameters of the Federal S.T.O.P. VAWA guidelines.

"Many communities have developed a coordinated community response to domestic violence, sexual assault or stalking. This coordination should include at a minimum, a shared philosophical framework on violence against women, an understanding of each others' roles and a plan to improve the response of different agencies to violence against women based on victim-identified needs." (*Promising Practices: Improving the Criminal Justice System's Response to Violence Against Women*) Grant awards will be made to communities in which applicants can show how they work with criminal justice agencies and victim service providers in responding to victims' needs and holding offenders accountable for their actions.

Kansas will allocate funds for the following seven grant project purposes:

1. Developing, training, or expanding specialized units or individual law enforcement officers targeting violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. Creation of specialized units should focus on multi-disciplinary approaches, which include victim advocates.

Or

2. Developing, training, or expanding specialized units or individual prosecutors targeting violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. This may include implementing effective services to assist victims through the criminal justice process and should focus on multi-disciplinary approaches, which include victim advocates.

Or

3. Developing, training, or expanding specialized units or individual court personnel targeting violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. This may include implementing effective services to assist victims through the criminal justice process and should focus on multi-disciplinary approaches, which include victim advocates.

Or

4. Developing, training, or expanding data collection and communication systems, including computerized systems that link law enforcement officers, prosecutors and court personnel or that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions and convictions for violent crimes against women, including sexual assault, domestic violence, dating violence and stalking.

Or

5. Developing, enlarging, or strengthening victim service programs, including sexual assault, stalking, dating violence and domestic violence programs, to develop or improve delivery of victim services to racial, cultural, ethnic and language minorities; to provide specialized court advocates; or to increase reporting and reduce attrition rates for cases involving violent crimes against women, including sexual assault, domestic violence, stalking and dating violence; or to address the needs and provide services to older and disabled women who are victims of these crimes.

Or

6. Maintaining the 24-hour statewide toll free number for victims of domestic violence, sexual assault, stalking and dating violence in order for victims to know where to find available services to assist them.
- Or
7. Training medical personnel to respond effectively to victims of domestic violence, sexual assault, dating violence and stalking and other violent crimes against women.

**GRANT FUNDS MAY ONLY BE USED FOR ONE OR MORE OF
THE SEVEN GRANT PROJECT PURPOSES LISTED ABOVE**

APPLICANT ELIGIBILITY

Available grant funds may be awarded to units of state and local government, Native American Tribes, faith based organizations or not for profit organizations for the defined grant project purposes. Not for profit organizations must be duly registered with the Office of the Secretary of State and proof of its exempt status as determined by the Internal Revenue Service.

GRANT APPLICATION DEADLINE

Each grant proposal shall be submitted to the Office of the Governor's Grants Program and **received by 5:00 p.m. on November 7, 2005.**

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from January 1 to December 31. Any funds not expended by December 31, 2006, must be returned to the Governor's Grants Program.

MATCH REQUIREMENTS

The purpose of matching contributions is to increase the amount of resources available to the grant projects supported by grant funds. **Matching contributions of 26% (non-federal cash or in-kind services) of the total cost of each S.T.O.P. VAWA grant project (S.T.O.P. VAWA grant plus match) are required for each S.T.O.P. VAWA funded grant project and must be derived from non-federal sources.**

Example:	Total Grant Project Cost	= \$50,000
	74% Federal Share	= \$37,000
	26% Match	= \$13,000

For purposes of this grant project, in-kind match may include donations of expendable equipment, office supplies, workshop, or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not

found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality. The basis for determining the value of personnel, services, materials, equipment and space must be documented. **Volunteer services must be documented and to the extent feasible, supported by the same methods used by the applicant for its own employees.**

Total match need not be available at the start of the grant project period. However, the full matching share must be obligated by the final day of the grant project period.

The current edition of the Federal OJP Financial Guide, 1-800-458-0786 or <http://www.ojp.usdoj.gov/oc> governs the source of the non-federal match. Generally, cash match may be applied from the following sources: funds from state and local units of government that have a binding commitment of matching funds for programs or grant projects; funds from the Housing and Community Development Act of 1974, 42 U.S.C. Sec. 5305 et seq., or the Appalachian Regional Development Act, 40 U.S.C. Sec. 214, or the Equitable Sharing Program, 21 U.S.C. Sec. 881 (e); funds contributed from private sources; program income funds from seized assets and forfeitures; or funds otherwise authorized by law. All funds designated as match are restricted to the same uses as the Federal S.T.O.P. Violence Against Women Act Grant Project funds and must be expended within the grant project period.

LIMITATIONS OF FUND USE

1. Grant projects that target violence against children are unallowable, unless addressing dating violence for teens.
2. These grant funds shall not supplant other funds that would otherwise be available for the seven grant project purposes on page one and two of the grant guidelines.
3. Equipment and hardware are unallowable unless necessary and essential to the grant project's success.
4. General salaries and personnel costs are unallowable unless necessary and essential to the grant project's success.
5. Construction, land acquisitions, or vehicles are unallowable costs.
6. The use of grant project funds is prohibited for grant projects which offer a low probability of improving services to victims of domestic violence, dating violence, sexual assault, stalking and other violent crimes against women, as determined by fiscal and program audits.
7. The use of grant project funds to pay for costs incurred in applying for, administering, or auditing the grant is not allowed. Similarly, indirect costs are not allowed.
8. Because of such limited funding, items pertaining to the areas of magazine subscriptions, membership dues, etc., will not be allowed.
9. Funds for training outside the state of Kansas will not be allowed unless necessary and essential to the grant project's success.

REPORTING REQUIREMENTS

The following reports are required if funding under the Federal S.T.O.P. VAWA grant is received:

1. The monthly expenditure report, Financial Status Report Form, provides fiscal information on the actual expenditures during the month. Monthly reimbursements will be made based on this expenditure report. These reports are due 30 days following the end of each month;
2. The quarterly Grant Project Narrative Report provides a narrative description of the activities provided with the grant funds during the previous quarter. This report is to be submitted 30 days following the end of each quarter;
3. An Annual Progress Report due 30 days following the end of the grant project period;
4. Grant project monitoring and on-site visits will be conducted by the Governor's Grants Program staff; and
5. Any other reporting procedures, which at times may be required by the federal government or the Governor's Grants Program.

Copies of receipts and programmatic records must be maintained by the organization for a period of five years past the close of the grant project period.

GRANT REVIEW COMMITTEE

A committee may assist the Governor's Grants Program staff in determining grant awards for the Federal S.T.O.P. Violence Against Women Act.

REVIEW OF APPLICATIONS

Each grant application will be evaluated using the following criteria:

1. The record of successful implementation of services to victims of violent crimes against women;
2. Documentation and understanding of a problem as it relates to victims of violent crimes against women;
3. Quality of the needs assessment in terms of proposed services for victims of violent crimes against women;
4. Demonstration of clear, measurable and appropriate grant project objectives that are consistent with the purpose areas outlined in the grant application instructions;
5. The efficacy of evaluative components, both programmatic and fiscal;
6. Community support and collaboration for the S.T.O.P. VAWA proposed grant project;
7. Relevant budget information; and
8. Receipt of other federal, state, or local funding.

Each applicant will be notified in writing of the grant award decision.

DEFINITIONS

Definitions applicable to this grant program as defined by the Federal S.T.O.P. Violence Against Women Act Grant Program:

Dating Violence - The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence - the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has co-habited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this Program, “domestic violence” also includes any crime of violence considered to be an act of domestic violence according to State Law.

Indian Tribe - the term “Indian tribe” means a tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Law Enforcement - the term “law enforcement” means any public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution - the term “prosecution” means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office’s or agency’s component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for State and local prosecutors; or enforcing victim compensation and domestic violence-related restraining orders shall be considered “direct responsibility” for purposes of this program.

Sexual Assault - the term “sexual assault” means any conduct proscribed by chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Underserved Populations - the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age) and any other population determined to be underserved by the state planning process in consultation with the Governor.

Victim Services - the term “victim services” means a not for profit, non-governmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women’s shelters and other sexual assault or domestic violence programs, including not for profit, non-governmental organizations assisting domestic violence or sexual assault victims through the legal process.

For the purpose of this program, funding may include support for lawyer and non-lawyer advocates, including specialized domestic violence court advocates in courts where a significant number of protective orders are granted. Legal or defense services for perpetrators of violence against women may not be supported with grant funds.

The definition also encompasses Indian victim assistance programs and Statewide domestic violence and sexual assault coalitions to the extent they provide direct services to domestic violence and sexual assault victims.

Governmental victim services programs established as not for profit organizations are eligible to apply under the designated victim services funds (e.g. county not for profit shelter). However, other governmental victim services programs, such as prosecutor based victim/ witness programs, are eligible for funding only under the unallocated portion of the grant.

Forensic Medical Examination - the term “forensic medical examination” means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum:

- (i) Examination of physical trauma;
- (ii) Determination of penetration or force;
- (iii) Patient interview; and
- (iv) Collection and evaluation of evidence.

The inclusion of additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the State, Indian tribal government or unit of local government in accordance with its current laws, policies and practices.

INSTRUCTIONS

ATTENTION

Please read the following before completing and submitting the FEDERAL S.T.O.P. VIOLENCE AGAINST WOMEN ACT grant application.

Please submit the grant application and the attached forms typed or word processed in Times New Roman 12 point font size.

Applications submitted under the Federal S.T.O.P. Violence Against Women Act grant program will receive a preliminary review upon receipt by the Governor's Grants Program.

Due to the competitive nature of the grant award process, applications that are incomplete or not submitted correctly will be returned to the applicant and will not be considered for a grant award.

If the application is returned to the applicant as incomplete prior to the deadline, the applicant may choose to resubmit a complete application. However, NO resubmissions are allowed after the deadline.

An incomplete application means the following:

- Application is missing information;
- Incorrect forms were used;
- Application is not in the correct order; or
- Submitting less than the correct number of copies.

GENERAL INSTRUCTIONS

Submit the grant application narrative and the attached forms typed or word processed in Times New Roman 12 point font size or larger. Use the attached forms where applicable. Keep the information as brief as possible and explanatory statements clear and concise. Staple the grant applications in the upper left-hand corner and number all pages in the bottom right-hand corner. The first two pages have been numbered. **Do not submit any items not specified in the Summary of Contents (i.e. pictures, news articles, letters of support) other than those requested. Do not include covers, appendices, fancy bindings, artwork, brochures, etc.** These items will be removed prior to review.

#1

GENERAL INFORMATION FORM

#2

SUMMARY OF CONTENTS FORM

#3

PRIOR ACCOMPLISHMENTS

Directions: Please share specific agency accomplishments over the previous 12-month period, specifying dates used. Include the number of victims served by the agency. Describe any evaluations conducted and explain the results.

*** Please note, sections 4, 5 and 6 are related. The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project's evaluation plan should be used to demonstrate progress made toward achieving the goals and objectives.**

#4

PROBLEM STATEMENT AND NEEDS ASSESSMENT

Directions: The submission of an application presumes there is a definable problem, which will be solved either in whole or in part with the grant project for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the problem in the applicant's service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics, which support the contention that there is, in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, law enforcement reports, number of 911 calls, assessing the community, input from clients or beneficiaries of the applicant, etc. Include objective data from existing data sources. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or to describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include the number of victims the applicant projects to serve with these grant funds.**

#5 PROPOSED GRANT PROJECT GOAL(S) AND OBJECTIVE(S)

Directions: State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency as a whole. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goals and objectives.

Example:

Goal: The prosecution of domestic violence crimes will increase.

Objective	Activities	Person Responsible	Time Frame
1. 100% of victims will be better prepared to testify.	1. Victims will be briefed (face to face) on trial proceedings, terminology, etc.	1. Trial Assistant	1. January 1, 2006 – December 31, 2006
2. Information will be compiled regarding previous offenses committed by the perpetrator.	2. Will coordinate with law enforcement agencies.	2. Investigator	2. January 1, 2006 - December 31, 2006
3. The number of offenders charged will increase by 50%.	3. Warrants will be issued and served in a timely manner.	3. DV Prosecutor and Investigator	3. January 1, 2006- December 31, 2006

#6 PROPOSED GRANT PROJECT MONITORING AND EVALUATION

Directions: Describe the procedure for monitoring the proposed grant project. What data will be collected and how will the information that is monitored be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the subgrantee will be required to show how well the grant project was implemented and if it achieved the results expected based on the evaluation.

#7

PROPOSED GRANT PROJECT STAFFING PATTERN

Directions: Describe the staffing pattern that will meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring and evaluating the grant project's progress.

#8

COORDINATED COMMUNITY RESPONSE INFORMATION

Directions: Describe how the proposed grant project will coordinate with existing services and resources for victims of domestic violence, sexual assault, dating violence and stalking. How will the applicant cooperate with law enforcement, prosecuting attorneys' offices, courts and linkages with other governmental or private agencies? Please list the contact person for each agency the proposed grant project will coordinate with in providing services or making referrals. The applicant must also describe how the applicant is developing a coordinated community response in combating crimes against women. The description must include who is involved and the action that has been taken by the group (e.g., developed protocols, training, etc.). If the proposed grant project is statewide, the applicant should describe what technical assistance or networking will be provided to local communities.

#9

UNDERSERVED POPULATIONS

Directions: Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial, or cultural background; language diversity; persons with disabilities; or geographic isolation.

#10

DISSEMINATION OF CRIME VICTIMS' RIGHTS INFORMATION

Directions: Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights. The procedures must detail how victims will be informed of the statutory rights of victims stated in K.S.A. 74-7333.

#11

STATEMENT OF NON-DUPLICATION OF PROPOSED GRANT PROJECT

Directions: The applicant should describe that the proposed grant project is not already adequately provided to residents in the community.

#12

CIVIL RIGHTS CONTACT INFORMATION

Directions: Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

#13

BUDGET SUMMARY FORM

Directions: Complete the attached Budget Summary Form as accurately as possible. All amounts should be rounded off to the nearest whole dollar. The Budget Summary Form should be completed for the entire cost of the proposed grant project; federal funds requested plus applicable match requirements. At the bottom of each Budget Summary Form, list each source of match, cash or in-kind, i.e. United Way, volunteers, etc. The request should be reasonable to reach the proposed goal(s) and objectives. When listing Personnel positions, **circle after each position whether it is a new position (N) or an existing position (E) to the agency. If the position is existing and not previously supported by this grant program, it is the applicant's responsibility to explain in the budget narrative how the request is not supplanting. Each position has only one title.** Use only the official title on the Budget Summary Form and in the Budget Narrative. Please state any new job duties or functions in the Budget Narrative. Place the requested line item amounts in the appropriate column(s) based on the services that will be provided with these funds.

#14

BUDGET NARRATIVE

Directions: Describe in detail each item listed in the Budget Summary Form. Please state any new job duties or functions of personnel listed. **Show all calculations used to arrive at each line item request.** For example, for items such as personnel, show the annual salary rate and the percentage of time devoted to each personnel position to be paid for with these funds. For fringe benefits, show the specific rate being applied, etc. If the position is not for the 12-month grant period, prorate the salaries and fringe benefits to reflect the same time frame used in the goals(s) and objectives.

Follow the format below when writing each budget category in the budget narrative. An example is provided.

Example:

Name/Position or Item with Description	Purpose	Location, if applicable	Computation	Request
Personnel: Trial Assistant (N)	To keep victims informed of the criminal justice process.		\$12.00 per hour x 1914 hours (2080 hrs/year x 11/12 of a year)	\$ 22,968
Volunteers	To mail notifications.		960 hrs @ \$9.50/hr	\$ 9,117
Fringe Benefits: FICA	Employer's Share		22,968 x 7.65%	\$ 1,757
Travel:* Conferences/Workshops	Domestic Violence Training	Kansas City, KS	200 miles x .37 \$95 x 2 nights lodging; meals at \$30/day x 2 days	\$ 74 190 60 \$ 324
Equipment:** 1 ABC computer	For use by the Trial Assistant	Courthouse	1 Computer at \$900	\$ 900

TOTAL: \$35,066
Federal S.T.O.P. VAWA Request: \$25,949
Non-Federal Match: \$ 9,117

***Please note that for purposes of this application and grant program, VAWA grant funds will not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Program may be used to make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

#15

CURRENT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's current fiscal year budget, including balanced **income and expenses**. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status.

Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

Example of Income Budget:

SOURCE:	AMOUNT:	STATUS:	DATE
City of Topeka	\$10,000	Projected	1/06
United Way	5,000	Received	10/05
Walk-A-Thon	500	Collected	9/05
VAWA-GOV	<u>26,341</u>	Requested	11/05
Total Agency Income	\$41,841		

*Be sure to also include Expenditure Budget to balance with income.

#16

NEXT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's next fiscal year budget, including the balanced **income and expenses**. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, governmental agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses. Follow the same example as above.

#17

PROOF OF 501(C) STATUS

Directions: If the applicant **is a not for profit**, submit proof of the applicant's exempt status as determined by the Internal Revenue Service.

#18

SECRETARY OF STATE REGISTRATION

Directions: If the applicant **is a not for profit**, submit a **current** (less than one year old) copy of the applicant's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

#19

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Directions: The applicant must carefully read, sign and submit the attached certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements.

CURRENT AUDIT REPORT

Directions: **If the applicant is a not for profit, include one copy of a current audit report and provide information on local audit procedures.** Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be, addressed by the applicant. If the Governor's Grants Program has previously received a copy of the not for profit's most current audit report, please state so in the application and include information on what period was covered, who did the audit and when it is done.

If the applicant is a city or county government, a current audit does not need to be submitted. However, government agencies must include information on who did the most recent audit, what period it covered, when it was completed and where the audit is filed.

ATTACHMENTS

GENERAL INFORMATION FORM

SUMMARY OF CONTENTS

BUDGET SUMMARY FORM

**CERTIFICATIONS REGARDING LOBBYING;
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**